



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	NUTRITIONIST
3	Posting Number	PN# 104066 (MULTIPLE POSITIONS)
4	Department	Health & Human Services Department
5	Division	Community Support
6	Section/Reporting Location	Bureau of Nutrition Services
7	Reporting Location	8000 North Stadium Drive
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.* Some Evenings and Weekends *Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Oversees, plans, analyzes and monitors the delivery of health nutrition services for the Health Department and the community.

CORE FUNCTIONS

- Must be able to provide general nutritional health care education and consultation to Health department clients and their families.
- Must be able to identify patient eligibility for social service programs; refer patients to proper social service program; refer patients to proper social service agency.
- Must have the ability to provide general nutrition classes/programs.
- Must have the ability to implement and supervise program operations and evaluate employee performance.

10 **WORKING CONDITIONS**
The position is physically comfortable, the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor of Science degree in Nutrition or Dietetics; and the successful completion of an internship which meets the approval of the A.D.A.

12 **MINIMUM EXPERIENCE REQUIREMENTS** None

13 **MINIMUM LICENSE REQUIREMENTS**

- Must have a Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).
- Registration with the American Dietetic Association (RD) is preferred. Depending on assignment may require both Registration (RD) and state of Texas driver's license and comply with the City of Houston's policy on driving.

14 **PREFERENCES**

- Completion of a coordinated undergraduate program or ADA approved internship.
- Registered/Licensed Dietician.
- Supervisory Experience.
- Bilingual (English/Spanish) speaking skills.
- Wiling to work evenings and weekends.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☐ Yes ☒ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION** **GRANT FUND POSITION**
This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
Salary Range - Pay Grade 14
\$861 - \$1,159 Biweekly \$22,386 - \$30,134 Annually

18 **OPENING DATE** April 13, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

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